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## Job details

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<b>Bulletin Number</b>	29618BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	SENIOR INFORMATION SYSTEMS ANALYST/PROJECT MANAGEMENT
<b>Additional Title</b>	SENIOR INFORMATION SYSTEMS ANALYST/PROJECT MANAGEMENT
<b>Rebulletin Information</b>	<b>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD AND UPDATE THE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION AND APPLICATION AND FILING INFORMATION SECTIONS . PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.</b>
<b>Exam Number</b>	22593M
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	12/23/2013
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	6321.73
<b>Salary Maximum</b>	8290.64
<b>Position/Program Information</b>	Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis. May act as a project manager/team leader or coordinator.

### Essential Job Functions

Leads and/or participates in the work of Information Systems Analysts and other technical staff engaged in project management or the development, implementation maintenance or enhancement of highly complex systems.

Leads development of systems specifications for specialized and complex administrative, clinical and financial applications through requirements gathering, research, analysis and direct contact with stakeholders including: Department of Mental Health business units, subject matter experts, system users and technical staff, and hardware/software vendors using relevant tools and techniques.

Coordinates and works with vendors to develop and implement solutions to specific problems or to meet specific objectives.

Acts as a lead for the analysis and design efforts of new initiatives.

Acts as a project lead as requested.

Participates and coordinates information technology projects delivery activities.

Confers and collaborates with users and other County departments in the implementation and delivery of major system(s).

Researches and documents commercial software that may meet user, functional and technical requirements.

Participates and leads quality assurance reviews as requested.

Participates in change control activities. Reviews project risks and participates in the establishment of mitigation procedures.

Utilizes project management methodology and tools to complete relevant project documentation.

#### Requirements

##### **Selection Requirements:**

**Option I:** A bachelor's degree from an accredited\* college or university in Computer Science, Information Systems, or a closely related field and three (3) years of recent, full time, paid experience, within the last four (4) years, performing business analysis, information systems analysis and design, in a centralized information technology organization\*\*\*\*, one (1) year of which must be in project management\*\*\*\*\*. **-OR-**

**Option II:** Two (2) years of experience at the level of Information Systems Analyst II\*\* performing business analysis, information systems analysis and design, one (1) year of which must be in project management\*\*\*\*\*. **-OR-**

**Option III:** Four (4) years of recent, full time, paid experience, within the last five (5) years, performing business analysis, information systems analysis and design, in a centralized information technology organization\*\*\*\*, one (1) year of which must be in project management\*\*\*\*\*.

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Desirable Qualifications

Experience as a project manager or lead and business analyst for a project.

Experience in the selection, development, and implementation of business applications other than those considered commercial off the shelf (COTS) desktop applications.

Experience performing or assisting specialized and complex information systems analysis and design tasks in a health care environment.

Formal Training and/or certification in Project Management Methods, Processes and Standards\*\*\*.

<b>Special Requirement Information</b>	<p>Excellent written and oral communication skills.</p> <p>In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application within 15 calendar days of filing.</p> <p><b>**Experience at the level of Information Systems Analyst II in the County of Los Angeles is defined as under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.</b></p> <p><b>***Qualifying project management courses must have been offered by a training vendor whose training products are based on core competencies from the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) and listed as a Registered Education Provider (R.E.P.) by the PMI.</b></p> <p><b>****Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official(or, at Sheriff Department, the coordinated executive command structure) for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.</b></p> <p><b>*****Project management is defined as: the application of knowledge, skills, tools, and techniques to project activities to meet project requirements. A project is defined as a finite endeavor (having specific start and completion dates) undertaken to create a unique product which brings about beneficial change or added value. This finite characteristic of projects stands in sharp contrast to ongoing maintenance or operations.</b></p>
<b>Accreditation Information</b>	<p>*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p>This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%.</p> <p>The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.</p>

	You must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible Register.
<b>Special Information</b>	Past and present mental health clients and family members are encouraged to apply.
<b>Vacancy Information</b>	The eligible register resulting from this examination will be used to fill vacancies in the areas of Project Delivery and Project Management Office in the Department of Mental Health, Chief Information Office Bureau.
<b>Eligibility Information</b>	The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.
	No person may compete for this examination more than once every six months.
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<p><b>Employment Eligibility Information:</b> Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p><b>Social Security Act of 2004:</b> Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p> <p><b>Record of Convictions:</b> A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p> <p><b>Veterans Preference Credit:</b> Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.</p>

**Application and  
Filing  
Information**

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

APPLICATIONS AND SUPPLEMENTAL APPLICATION FORM MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED. This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

**Fill out your application and Supplemental Application Form completely** . Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

To print a hard copy of the Supplemental Application Form, click here:  
[http://file.lacounty.gov/dhr/ehr/cms1\\_165740.doc](http://file.lacounty.gov/dhr/ehr/cms1_165740.doc)

**INSTRUCTIONS FOR FILING ONLINE:** To apply online, click on the tab above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email. **APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g. Supplemental Application Form, Resume, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING.** Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 or email to [cyeung@dmh.lacounty.gov](mailto:cyeung@dmh.lacounty.gov) within five (5) days of filing. Please include your name, exam number and exam title on faxed documents.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out the application and Supplemental Application Form completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**County of Los  
Angeles  
Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested.

Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

<b>Department Contact Name</b>	Celia Yeung
<b>Department Contact Phone</b>	213-738-4634
<b>Department Contact Email</b>	exams@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2850
<b>Teletype Phone</b>	800-735-2922
<b>California Relay Services Phone</b>	800-735-2922
<b>Job Field</b>	Information Technology
<b>Job Type</b>	Professional

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